

Open Enrollment Handbook

2005-2006

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Frequently Asked Questions (FAQs) Open Enrollment

Procedural Questions

Question: What is open enrollment?

Answer: It is the process by which parents/guardians residing in an Iowa district may enroll their children in to another Iowa school district under the terms and conditions of Iowa Code section 282.18 and the administrative rules of the Iowa Department of Education, 281 Iowa Administrative Code chapter 17.

Question: How does a parent/guardian open enroll a child?

Answer: The form to be used is available in the central office of Iowa districts. The form is also available via the Department's web site at www.state.ia.us/educate/ecese/asis/index.html. The completed form must be filed with both the resident and receiving district by January 1 of the year preceding the school year for which open enrollment is desired. 281-17.3(2) If the district has a voluntary desegregation plan the application should only be filed with the district of residence. 281-17.3(3)

Question: Who approves or disapproves open enrollment requests?

Answer: The superintendent of the receiving district may approve an open enrollment request if the request is timely filed and if the receiving district's school board allows the superintendent to take this action without formal board approval. If the resident district has a desegregation plan that would be adversely affected by an open enrollment into or out of the district, its superintendent may deny the request. All other action to approve or deny an open enrollment request, regardless of when filed, is taken solely by the board of the receiving district with the exception that late-filed application that allege pervasive harassment or a severe health need must be filed with and acted on by "both" the resident and receiving districts. Iowa Code section 282.18(2, 3). (See also first question under Eligibility/Qualification Questions)

Question: May a student who is presently open enrolled into one receiving district change enrollment to a different receiving district?

Answer: Yes. In that case the parent/guardian petitions the current receiving district by January 1 of the year preceding the school year for which the change is requested. The receiving district forwards the request to the alternative-receiving district and, if approved, the alternative-receiving district notifies the receiving district and resident district. If the parents wants to change the district in which the student attends after January 1, a petition may be made to the receiving board and alternative board, but neither board is required to approve it if there is no good cause for the late filing. 281 IAC rule 17.8(4).

Question: May an open enrolled student return to the district of residence?

Answer: Yes. A pupil who has been in attendance in another district may return to the district of residence and enroll at any time, once the parent or guardian has notified the district of residence and the receiving district in writing of the decision to enroll the pupil in the district of residence. Iowa Code section 282.18(6).

Question: Who is responsible for school transportation for an open enrolled student?

Answer: The general rule is that the parent/guardian is responsible for transporting the student to and from a point on an existing school bus route of the receiving district. The receiving district may not send its buses into the sending district to transport an open enrolled student unless the boards of both districts agree. If an open enrolled student's family qualifies economically for transportation assistance, and if the sending and receiving districts are contiguous, it is the responsibility of the sending district to provide transportation assistance. The sending district may meet this obligation by providing reimbursement to the parent/guardian, by providing the transportation directly, or by contracting with the receiving district or another third party to provide the transportation. The cost of the transportation is deducted from the open enrollment tuition. Iowa Code section 282.18(10).

Question: What are the economic eligibility requirements for transportation?

Answer: The student is eligible if the household income of the parent/guardian is at or below the federal poverty guidelines for household size. These guidelines are adjusted annually, and are provided to districts each year. (Refer to the chart on page 12.) 281 IAC rule 17.9(3).

Question: Must the sending and receiving districts be contiguous to each other?

Answer: No. However, if a student qualifies economically for transportation assistance, the assistance is not required when open enrollment is to a non-contiguous receiving district. 281 IAC rule 17.9(2).

Question: May a parent/guardian designate a particular attendance center for enrollment within the receiving district?

Answer: No, open enrollment is to another district, not to a specified attendance center. The receiving district has discretion to determine which attendance center an open enrolled student shall attend. However, the receiving district may allow the parent/guardian to state a preference as to an attendance center. 281 IAC rule 17.6(4).

Timeline Questions

Question: What is the deadline by which the board or superintendent of the receiving district must act?

Answer: That deadline is March 1 for timely-filed (prior to January 1) requests; open enrollment requests filed after January 1 must be acted upon by the receiving district within 30 days. 281-IAC rule 17.3(2)

Question: Are there any exceptions to the January 1 deadline?

Answer: Yes. An open enrollment request for a prospective **kindergarten** student may be filed with the receiving district up to the Thursday before the third Friday in September ("count date") of the school year of enrollment into kindergarten. Iowa Code section 282.18(2); 281-IAC rule 17.7. In addition, the following circumstances are considered "good cause" and are acceptable conditions for a timeline waiver IF the change occurred/began AFTER January 1.

- Change in family district of residence
- Change in the marital status of the student's parents
- Placement of the child in foster care
- Adoption
- Participation in a foreign exchange program
- Participation in a substance abuse or mental health treatment program
- Serious Health Need
- Harassment

Question: When does a student's open enrollment end?

Answer: Open enrollment terminates when the student graduates, moves into the receiving district, moves out of state, moves into another Iowa district and chooses to attend the new resident district, attends an accredited nonpublic school, or drops out of school. If a student is placed temporarily in foster care, a juvenile detention center, a treatment facility, or similar placement, the open enrollment status will automatically be reinstated when the student returns. 281 IAC rule 17.8(10).

Question: Does an open enrollment request have to be renewed annually?

Answer: No, as long as the receiving district remains the same, open enrollment to that district continues until the student graduates or until the parents/guardians notifies the district that they desire to terminate open enrollment. Iowa Code section 282.18(6).

Question: What options are available to an open enrolled student whose parent/guardian changes the district of residence?

Answer: If the parent/guardian changes the district of residence, the options are to have the student stay in the current receiving district, open enroll the student to another district, or enroll the student in the new district of residence as long as they remain a resident of Iowa. If the student is to remain under the present open enrollment or open enroll to another district, the parent/guardian must give written notice on or by the Thursday before the third Friday in September ("count date") to the original resident district, the new resident district and the receiving district(s). 281 IAC rule 17.8(6).

Question: What is the "junior/senior rule?"

Answer: This is the section of the Iowa Code that allows 11th and 12th grade non-residents who were residents of the district during the preceding school year to remain in the district, tuition-free, until they graduate even though they are no longer residents of the district. These students do not have to file open enrollment. Iowa Code section 257.6(d)

Question: What happens if the application for open enrollment is denied?

Answer: Decision appeals must be filed through an Iowa District Court unless the application was filed because the child was a victim of repeated acts of harassment or if the child has a serious health condition that the resident district cannot adequately address. These two issues may be appealed to the Iowa State Board of Education. All other appeals must go through district court. 281-IAC rules 17.5(2), 17.3(3)

Question: Are open enrollment forms public documents?

Answer: Yes, although districts must remove certain confidential information before releasing the form under the open records law in Iowa. Iowa Code section 22.7(1).

Eligibility/Qualification Questions

Question: When may a sending district that has a desegregation plan deny an open enrollment request?

Answer: If a district has adopted a desegregation plan and if an enrollment out of the district would adversely impact that plan, the district may disapprove the request. Iowa Code section 282.18(2,3).

Question: May a student who requires special education programs or services take advantage of open enrollment?

Answer: Yes. The same rules apply, but in addition, the proposed receiving district must have an appropriate special education instructional program for the student and must have adequate classroom space. Iowa Code section 282.18(8); 281 IAC rule 17.11.

Question: May a student who receives competent private instruction (CPI) take advantage of open enrollment?

Answer: Yes. 281 IAC rule 31.6.

Question: At what age is a student eligible for open enrollment?

Answer: Regular education students are eligible for grades K – 12, as well as for pre-Kindergarten programs if the student is 5 years of age on or before September 15. In re Colby Miller, 20 D.o.E. App. Dec. 001. Students who require special education programs or services are eligible from birth to age 21. Iowa Code section 256B.2; 281 IAC rule 17.11.

Question: May a student use open enrollment to attend a school district in another state?

Answer: No. The open enrollment law in Iowa Code section 282.18 is solely for attendance in Iowa school districts. In re Clarke Children, 20 D.o.E. App. Dec. 117. Iowa Code section 282.18(6) IAC rule 17.8(10). However, if the resident district and a contiguous district in another state have followed the procedure provided in Iowa Code section 282.8, individual students may use a procedure similar to open enrollment to attend a school district in another state.

Question: May a student who was suspended or expelled from one district open enroll into another district?

Answer: No, not until the student has been reinstated in the district from which s/he was suspended or expelled. Iowa Code section 282.18(14).

Question: May a receiving district suspend or expel a student who is open enrolled into the district?

Answer: Yes; the policies and procedures of the receiving district apply to open enrolled students to the same extent as to resident students. If an open enrolled student is suspended or expelled by the receiving district, the student may not transfer back to the resident district or to an alternative-receiving district until reinstated for attendance by the receiving district. 281 IAC rule 17.8(1).

Question: Which district's rules and policies govern an open enrolled student?

Answer: Those of the receiving district. 281 IAC rule 17.8(8).

Question: What are the interscholastic athletic eligibility rules for high school students who open enroll?

Answer: In most cases, a high school student who open enrolls is ineligible for interscholastic athletic competition during the student's first 90 consecutive school days of enrollment in the receiving district. Some, but not all, exceptions to this general rule of ineligibility are as follows: 1. The sport in question is not offered by the sending district. 2. The sending district was dissolved and merged with one or more other districts. 3. The sending district whole grade shares with another district for the student's grade level. 4. Before making the open enrollment request, the student has attended the receiving district for at least one year either by paying tuition or under a sharing agreement. Iowa Code section 282.18(13); 281 IAC rule 17.8(2).

Question: What per pupil funding follows the open enrollment student in addition to open enrollment tuition for regular education students and actual costs for special education students?

Answer: Only Limited English Proficiency (LEP) funds generated for the student follow the student if s/he was a regular education resident student of the school district on the third Friday in September in the previous year. If the student was not present on count day in the previous year, then no LEP funding follows the student.

OPEN ENROLLMENT DEADLINES TIMELINE/PROCEDURES

September 30

SCHOOL DISTRICTS MUST NOTIFY PARENTS OF OPEN ENROLLMENT DEADLINES, TRANSPORTATION ASSISTANCE, AND POSSIBLE LOSS OF ATHLETIC ELIGIBILITY.

By JANUARY 1
OF THE PRECEDING
SCHOOL YEAR

**PARENT/GUARDIAN SENDS APPLICATION TO BOTH THE
RESIDENT AND RECEIVING DISTRICTS**

NO LATER THAN
MARCH 1

RECEIVING DISTRICT ACTS ON APPLICATION (unless the resident district has a voluntary desegregation plan or the applicant alleges pervasive harassment or has a serious health need)

WITHIN 5 CALENDAR DAYS OF
RECEIVING DISTRICT
BOARD ACTION

**RECEIVING DISTRICT NOTIFIES PARENT/GUARDIAN,
RESIDENT DISTRICT, DEPARTMENT OF EDUCATION OF
DISPOSITION OF APPLICATION**

- If approved, student attends receiving district the following school year.

30 DAYS AFTER FILING

RESIDENT DISTRICT ACTS ON APPLICATION, IF THE DISTRICT HAS A DESEGREGATION PLAN OR IF THE APPLICATION ALLEGES THAT THE STUDENT WAS HARASSED OR HAS A SEVERE HEALTH NEED.

GOOD CAUSE

THURSDAY BEFORE THE 3RD FRIDAY
IN SEPTEMBER

dition

APPEAL PROCESS

30 DAYS AFTER A DENIAL

IF THE APPLICATION WAS FILED BECAUSE OF HARASSMENT OR SERIOUS ILLNESS A BOARD DECISION TO DENY THE REQUEST MAY BE MADE TO THE IOWA STATE BOARD OF EDUCATION. IF THE APPLICATION WAS DENIED BECAUSE OF ANY OTHER REASON, AN APPEAL MUST BE FILED WITH AN IOWA DISTRICT COURT.

If the resident district denies the application, parent/guardian must be notified within three days and send a copy of the denied application to the Department of Education. Parent/guardian may appeal to the State Board of Education within 30 days of district decision if there were repeated acts of harassment or the child has a serious health condition that the resident cannot adequately address.

Open Enrollment Application

2005-06

Deadline: January 1, 2005

(See #15 below for good cause to file after deadline)

Kindergarten only deadline: September 15, 2005

- This form must be sent to the resident AND receiving districts.
- The receiving district will take action on the application. Exception: If the resident district has a desegregation plan or the applicant claims harassment, the resident district acts on the application.
- A separate application must be completed for each child.

1. Name of Student _____ Date of Application _____

2. Student's Date of Birth _____ 3. Grade Level for 2005-06 _____

4. ☐ Male ☐ Female 5. Student ID number _____

6. Race/Ethnicity ☐ Asian/Pacific Islander ☐ American Indian/Alaskan ☐ Black
☐ Hispanic ☐ White/Non-Hispanic ☐ Other

7. Parent/Guardian Name _____

Address _____

Street/PO Box

City

County

Zip Code

8. Home telephone _____ Work telephone _____

9. Name of district where student lives (resident district) _____

10. Name of district student wishes to attend (receiving district) _____

- ◆ Optional: Name of attendance center of preference. Complete **only** if there is a choice of elementary, middle or junior high school, or high schools. This does not guarantee the choice. This is a district decision.

11. Is the request made due to the student or family changing district of residence and desiring that the student remain in the original district with no interruption in the education program? ____ Yes ____ No

12. Does the child have a sibling that is currently open enrolled to the receiving district? ____ Yes ____ No

13. The student is requesting the following (check all that apply)

☐ Regular Education

☐ Dual enrollment - K-8

☐ Special Education

☐ Dual enrollment - 9-12

☐ Dual enrollment - activity program(s) only (applicable to grades 9-12)

☐ Home school assistance program

14. Is the student currently under suspension or expulsion from school? ____ Yes ____ No

15. Applications filed after January 1 will not be approved unless the reason for late filing qualifies for "good cause". "Good cause" means a change in a child's residence or a change in the status of a child's resident district for any of the reasons listed below. The reasons for good cause listed below apply if condition occurred after January 1. Please check reason and give date(s) of event below.

DATE

_____ Family moved to a new district of residence

_____ Change in the marital status of the student's parents

_____ Placement of the student into foster care

_____ Adoption

_____ Participation in a foreign exchange program

_____ Participation in a substance abuse or mental health treatment program

_____ Failure of negotiations for reorganization or rejection of proposed reorganization plan

_____ Failure of negotiations for whole grade sharing or rejection of whole grade sharing agreement

_____ Loss of accreditation or revocation of a charter school contract

_____ Severe health and/or pervasive harassment

(If good cause is related to change in status of child's resident district, open enrollment request must be filed within 45 days of last board action or 30 days of certification of an election, whichever is applicable.)

If the application is being made in response to a severe health need or pervasive harassment of student, please explain.

16. ____ Check here if you are requesting transportation assistance. In order to apply verification of income must be attached.

I certify that the above information is true and that I have sent a copy of this form to my resident district and to the district I want my child to attend. ____ YES ____ NO CAUTION: Knowingly providing false information on this form may invalidate the application.

Signature of parent or guardian: _____ Date _____

Receiving District
Complete items A-D

Exceptions: If the student alleges pervasive harassment, severe health condition or if a desegregation plan exists in the resident district. If either of these exist, the resident district completes E-G.

A. Name of District _____

B. Date application was received _____

C. District Action ☐ Approved ☐ Denied _____
Date _____

If denied, indicate reason(s):

- ☐ Request was not filed on time ☐ Insufficient classroom space ☐ Student on suspension or expulsion.
☐ Proper special education program is not available. ☐ Does not qualify for good cause.

D. Signature of Superintendent _____

Resident District

Do not complete this section unless the resident district has a desegregation plan or the student claims pervasive harassment or severe health condition. If either of these exists the resident district completes items E-G.

E. Name of District _____

F. Date application was received _____

District Action ☐ Approved ☐ Denied

Date _____

If denied, indicate reason:

- ☐ Adverse affect desegregation plan ☐ Insufficient evidence of harassment (past deadline)
☐ Insufficient evidence of serious health condition that cannot be adequately addressed (past deadline)

G. Signature of Superintendent _____

The receiving district should mail one copy of this application to:

**Lois Irwin, Ed.D
Iowa Department of Education
Grimes State Office Building
Des Moines, Iowa 50319**

OPEN ENROLLMENT RESPONSIBILITIES

(This information is based on excerpts from Iowa Code Section 282.18 and 281 - IAC - Chapter 17.)

PARENT/GUARDIAN RESPONSIBILITIES

- File application form with resident and receiving district on or before January 1 of the school year prior to the open enrollment year.
If good cause applies, file the application form with both districts by the Thursday before the third Friday in September.
If the application is for a kindergarten student, file the application form with both districts on or before the Thursday before the third Friday in September of the school year in which open enrollment is requested.
If the district has a desegregation plan, file the application with resident district by January 1st.
- Complete the application form accurately.
Be sure to indicate whether or not the student is in a special education program. You may request an attendance center with the understanding the district does not have to honor the request.
- Provide for transportation of student.
If meeting economic eligibility requirements, apply with resident district for transportation assistance.
If the family qualifies, transportation assistance may be actual transportation or a reimbursement paid directly to the parent/guardian.
- If desiring to change receiving district, file petition with receiving district by January 1 of the preceding school year.
- Notify the districts concerned if there is any change in the residence of the student during the open enrollment period.
- If terminating the open enrollment, notify both districts involved.
- If open enrollment is denied, the parent/guardian may appeal to Iowa District Court. If the application meets good cause due to repeated acts of harassment or if the child has a serious health condition that the resident district cannot adequately address, an appeal may be filed with the Iowa State Board of Education.
- If the student moves from the district in which s/he currently lives during the term of the open enrollment, it is the parent/guardian's responsibility to notify the former resident district and the new resident district.
- Approval for one child in a family does not guarantee approval for younger children in the same family. Each child in a family must have an open enrollment request filed for him/her.
- A pupil who transfers school districts under open enrollment in all grades 10 through 12, **shall not be eligible** to participate in interscholastic contests and competitions during the first 90 school days of transfer. For questions on eligibility please contact the Iowa Girls High School Athletic Union at (515)288-9741 or the Iowa High School Athletic Association at (515)432-2011.

School District Responsibilities

- By September 30 of each school year notify parents of open enrollment deadlines, transportation assistance, and possible loss of athletic eligibility for open enrollment students.
- Notification shall also be provided to any parent/guardian who transfers into the district during the school year.
- Each district board shall adopt an "insufficient classroom" policy and review this policy annually.
- If the district has a desegregation plan, the district may deny applications that would adversely affect the desegregation plan.
- In processing open enrollment requests, districts need to be reminded that a parent/guardian can apply only during the school year preceding the year for which the request is made. An application cannot be made in "advance." For example, if forms have been filed with the Department, approved by both districts, for a pupil to start a program after the 2004-2005 school year, such applications are not valid.
- Provide each parent/guardian who requests an open enrollment form with 2 copies of the application.
- The following suggestions are made to assist the district in keeping an accurate count of open enrollment students. These are not requirements, but can reduce confusion about the status of students and inaccurate billing between districts.
 1. Have registration personnel check carefully for any change of address for an open enrolled pupil.
 2. Have teachers alert administrative staff to any change of address of an open enrollment pupil that might happen during the school year.
 3. Have bus drivers alert administrative staff to any change of address of an open enrollment pupil that might take place during the school year.
 4. Exchange lists of open enrollment pupils with other districts just prior to count day.
 5. Have a process in place for notifying other districts of any movement of an open enrollment pupil either out of the district or into the district.
 6. Make sure that all administrative personnel are aware of the necessity to closely monitor changes of address of open enrollment pupils.

OPEN ENROLLMENT FORM INSTRUCTIONS FOR SCHOOL DISTRICTS

Instructions for Resident Districts

- The only time a resident district acts on an open enrollment application is if it has a desegregation plan or the applicant claims harassment or has a serious health condition that the resident district cannot adequately address.
- If the parent/guardian qualifies for transportation assistance and requests it, the resident district must provide transportation assistance.
- Make payment quarterly to receiving district.

Instructions for Receiving Districts

- Items A-D on the application form are to be completed by the receiving district on applications.
- The board shall act on a timely filed open enrollment application no later than March 1. If the applicant files under good cause, the board must act within 30 days of receiving the request.
- The receiving district must indicate the basis for its action if the request is denied, using the denial code on the OE form. Please inform the applicant of the right to appeal the local board decision to the state board of education.
- If the request is for a student with an IEP, the receiving district should determine the appropriate program in conjunction with the resident district.
- Determine attendance center for the student, if applicable.
- Determine eligibility for students in interscholastic contests and competitions. For eligibility, contact either the IGHS AU at (515) 288-9741 or the IHSAA at (515) 432-2011.
- Invoice the resident district for quarterly payment of open enrollment tuition for regular education students or determine and invoice actual costs for special education students.
- The receiving district will notify the resident district and the parent within 15 days of board action. A copy of the application form shall be filed with the Department of Education
- Whether **approved** or **denied**, the receiving district needs to send a copy of the completed application to the Department of Education, Attention: Lois Irwin.

The IOWA ADMINISTRATIVE CODE regarding Open Enrollment is available at the following web address.

- 1) <http://www.legis.state.ia.us/IAC.html>
- 2) Select HTML or PDF format
- 3) The Open Enrollment Code is in Chapter 16 under Education Department

APPEAL PROCESS

All appeals must be made to an Iowa District Court unless the application for open enrollment claims harassment or if the child has a serious health condition that the resident district cannot adequately address. If the application is denied by the resident district for either of these reasons, the parent/guardian may appeal the to the State Board of Education using the process below. The appeal should be addressed to:

Administrative Law Judge
Department of Education
Grimes State Office Building
Des Moines, Iowa 50319-0146

The appeal letter must contain the following information:

1. Name, address, and daytime phone number of the person appealing.
2. Name and grade level of child(ren) involved in the appeal (incase of expulsion, open enrollment, suspension, etc.)
3. Name of the school district making the board decision that is being appealed.
4. Date the local board decision was made.
5. Brief statement of reasons why the decision is being appealed.
6. Notarized signature of the person appealing the decision
7. Other information may be included if desired.

IMPORTANT: The letter of appeal must be postmarked within 30 days of the board decision. A fax is acceptable if the notary seal is visible. The fax number is 515/281-4122

If you have any questions, call: Jeannie Ramirez 515/281-5295

If the denial is based on a desegregation plan and/or any other reasons, it may be appealed to district court in the county in which the primary business office of the district is located and cannot be appealed to the State Board of Education.

OPEN ENROLLMENT TRANSPORTATION ASSISTANCE GUIDELINES

Below is an updated table on the income eligibility guidelines to be used in determining whether a parent/guardian qualifies for open enrollment transportation assistance. This material reflects the revisions made in the Federal Poverty Guidelines that are effective for July 1, 2004 through June 30, 2005. **If parents fall within these guidelines they qualify for assistance.**

OPEN ENROLLMENT TRANSPORTATION ASSISTANCE INCOME ELIGIBILITY GUIDELINES

(Effective from July 1, 2004 to June 30, 2005)

Household Size	Annual	Month	Week
1	\$14,896	\$1241	\$286
2	\$19,984	\$1665	\$384
3	\$25,072	\$2089	\$482
4	\$30,160	\$2513	\$580
5	\$35,248	\$2937	\$678
6	\$40,336	\$3361	\$776
7	\$45,424	\$3785	\$814
8	\$50,512	\$4209	\$971
For each additional family member	\$5088	\$424	\$98

Definition of Income: "Income" means income before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions and bonds. It includes the following: (1) Monetary compensations for services, including wages, salary, commissions or fees; (2) net income from non-farm self-employment; (3) social security; (4) dividends or interest on savings or bonds or income from estates or trusts; (5) net rental income; (6) public assistance or welfare payments; (7) unemployment compensation; (8) government civilian employee or military retirement, or pensions or veterans payments; (9) private pensions or annuities; (10) alimony or child support payments; (11) regular contributions from persons not living in the household; (12) net royalties; and (13) other cash income including income off of a farm. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources. Income does not include any income or benefits received under any Federal programs which are excluded from consideration as income by any legislation prohibition."

If a parent/guardian qualifies for transportation assistance, application for that assistance should be filed with the resident district. Parents should be reminded that the district must be notified if the family income changes by \$50 or more per month. There is not a transportation assistance application. It is recommended that the parent complete a free and reduced lunch application if one has not been filed.

Transportation assistance for those who qualify is available only between contiguous districts and shall be deducted from the amount sent to the receiving district.

The resident district may discharge this obligation in one of three ways:

1. The resident district may actually provide transportation for the pupil(s) to a stop on the bus line of the receiving district.
2. The resident district may allow the receiving district to enter the resident district to pick up the pupil(s) if the receiving district wishes to. (Failure of the receiving district to decide to do this will not discharge the resident district's obligation for transportation assistance.)
3. The resident district may provide a parent/guardian reimbursement.

IMPORTANT: The resident district has the right to determine which option will apply. This is not a parent/guardian choice.

If option 3 is chosen, the amount to be paid to the parent is determined as follows:

- A. The amount to be paid to the parent is the amount as calculated in Iowa Code section 285.1(3) This amount will be calculated in the fall and sent to superintendents. or the district transportation cost per pupil for the previous year as specified on the Annual Transportation Report prepared by each district, whichever is lower.
- B. This amount is limited to reimbursement for three elementary and one secondary student.
- C. Transportation expenses incurred by the resident district may be deducted from the cost per pupil amount it is required to send to the receiving district for an open enrollment pupil. This may be prorated after the start of the year.

BILLING FOR SPECIAL EDUCATION STUDENTS

Tuition Billing Comparison on Special Education Students: Open Enrolled Students compared to tuition in students

SPECIAL EDUCATION STUDENT BILLING		
	OPEN ENROLLED IN	TUITIONED IN
Special Education Program Costs	Program expenditures at the appropriate level divided by student days for that level multiplied by the student days of the student for whom this billing is being calculated.	Program expenditures at the appropriate level divided by student days for that level multiplied by the student days of the student for whom this billing is being calculated.
General Education Program Costs	District cost per pupil of the serving district times the appropriate percentage for the level divided by 180 days multiplied by the student days of the student for whom this billing is being calculated.	District cost per pupil of the serving district times the appropriate percentage for the level divided by 180 days multiplied by the student days of the student for whom this billing is being calculated.
Phase II	None	Current year's Phase II per pupil amount divided by 180 days multiplied by the student days of the student for whom this billing is being calculated.
Limited English Prof.	Not eligible	Not eligible

Contact: Lois Irwin, 515-281-8525, lois.irwin@iowa.gov